

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 1 Amended Documents

The preferred method of filing Amended Documents is to use the *dedicated* amended event rather than re-docketing the paper and selecting "Amended" from a list of prefix options (prefix options appear in the **Docket Text: Modify as Appropriate** screen).

IMPORTANT NOTE - If you are filing a document in which a fee was paid with the initial filing, pay close attention to the display messages to avoid being charged another filing fee for your amended document where none is actually due.

For example, if filing an Amended Motion for Relief from Stay, do not docket the motion with the intent of simply adding the prefix "Amended" - you will be charged a fee. The correct method is to select the dedicated event Amended Motion, and link this event to the previously filed motion. Follow the system prompts.

The following documents have their own dedicated amendment events:

Dedicated Amended Event	Menu Location	Benefit For Use
Amended Application	Bankruptcy → Motions/Applications	Links to previous Application(s)
Amended Motion	Bankruptcy → Motions/Applications	Links to previous Motion(s)
Amended Chapter 11 Plan Amended Chapter 12 Plan Amended Chapter 13 Plan Modified Chapter 13 Plan	Bankruptcy → Plan	Links to previous Plan(s)
Amended Disclosure Statement	Bankruptcy → Plan	Links to previous Disclosure Statement
Amended Schedules	Bankruptcy → Other	Does not link to previous Schedules
Amended Document	Bankruptcy → Other	Links to previous docket entries
Amended Complaint	Adversary → Complaint	Links to previous complaint

[NOTE: If filing an **Amended Petition**, select **Bankruptcy → Other → Amended Document**. Check the box of the original voluntary petition then enter "Voluntary Petition" in the free text box of the docket entry.

Docket Text: Modify as Appropriate.		
Amended Document	Voluntary Petition	Filed by

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	<p style="text-align: center;">Section 2</p> <p style="text-align: center;">Answers, Responses, and Objections</p>

This procedure demonstrates the steps to file an answer, response or objection in the CM/ECF system. **NOTE:** Initial appearances in all cases must be made utilizing only the primary login.

The example below demonstrates how to file a “**Response**” to Motion Modify Chapter 13 Plan. The same steps would be followed for any other type of answer, response or objection.

STEP 1 Select **Bankruptcy** from the main menu.

NOTE - If the answer, response or objection is in an adversary proceeding, click **Adversary** from the main menu.

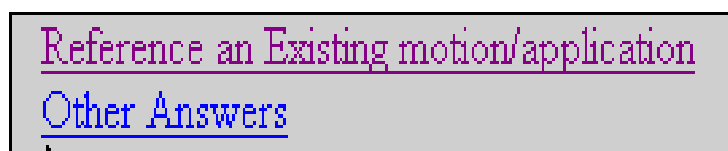
NOTE - To file an Objection to Transfer of Claim, click **Claim Actions** from the menu options.

NOTE - To file an Involuntary Answer click **Other** from the menu options.

NOTE - To file an Objection to Confirmation of the Plan, click **Plan** from the menu options.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Answer/Response** menu option. There are two submenu options.



◆ Click **Reference an Existing motion/application** to file most documents in this category.

STEP 3 The **Case Number** screen will display.

◆ Enter case number and Click **Next**.

◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

◆ If correct, highlight **Response** and Click **Next**.

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	<p>Section 2</p> <p style="text-align: center;">Answers, Responses, and Objections</p>

Answer to Writ of Garnishment Consent Objection Response

- STEP 4 The next screen prompts the user to click on the check box if document is being filed jointly with other attorneys. Click **Next**.
- STEP 5 The **Select the Party** screen will display.
- ◆ Locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
 - ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. In our example, a creditor is selected.
 - ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party or business name. When searching for a debtor, you may search by social security number or id number, if known.

NOTE - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

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	<p align="center">Section 2</p> <p align="center">Answers, Responses, and Objections</p>

For example, if Ford is entered, the following selections might appear in **Party search results**. Click on the closet matching name and a pop-up screen will appear. Repeat as needed until the correct party appears with your c/o address. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, Click **Select Name from List**. If not, Click **Create New Party**.

STEP 6 The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

CRITICAL ISSUES- *YOU MUST SELECT THE CORRECT ROLE TYPE.
***THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

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STEP 7 After selecting or creating the party in the case, the creditor's name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 8 Click on the check box to establish a link between the creditor and the attorney, if needed.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 9 The **PDF Document Selection** screen displays.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 10 Select the category to which your events relates. For this example highlight "motion". Click **Next**.

STEP 11 Select the appropriate event(s) to which your event relates. Click **Next**.

CRITICAL ISSUE - It is important to select the correct item because it will appear in the docket text.

- ◆ In our example the **Response** will be linked to the Motion to Modify Chapter 13 Plan. After clicking on the check box, Click **Next**.

☒ 12/22/2004 [14](#) Motion to Modify Plan (Re: [8](#) Chapter 13 Plan) Filed by Debtor Joe Icon (Shuler, Pam)

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	<p align="center">Section 2</p> <p align="center">Answers, Responses, and Objections</p>

- STEP 12 The **Docket Text: Modify as Appropriate** screen will display. Click on the arrow to display the prefix options if desired. **NOTE** - You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with that particular letter (e.g., Verified type "v"). Additionally, there is a text box to include additional information if desired. In our example, no prefix or additional text is required. Click **Next**.

- STEP 13 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

- STEP 14 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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	<p>Section 3</p> <p style="text-align: center;">Appeals</p>

All notices of appeal must be filed electronically by registered users. Copies of designated items for the record on appeal must be printed from the court's official record and provided to the court conventionally because a paper record will still be required for transmission to the district court. Before filing a notice of appeal refer to the applicable local and federal bankruptcy rules and this court's Clerk's Instructions on Appeals.

NOTE - *If a Motion for Leave to Appeal is filed with a notice of appeal, each must be filed as separate PDF documents. When the time period for filing an answer/response has expired, the bankruptcy court will transmit the motion, notice of appeal and any filed answer to the district court.*

The following are appeal related events listed under the **APPEALS** category:

- Addendum to Record on Appeal
- Appellant Designation
- Appellee Designation
- Cross Appeal
- Notice of Appeal
- Notice of Appeal (Re: Motion for Leave to Appeal)
- Notice of Docketing Record on Appeal
- Request for Transcript Re: Appeal
- Statement of Issues on Appeal
- Transcript Re: Appeal
- Amended Notice of Appeal

The following are appeal related events listed under the **MOTIONS** category:

- Leave to Appeal
- Stay Pending Appeal
- Amended Motion (*link to the prior motion; e.g., Motion for Leave to Appeal*)

The following is an available event in the **OTHER** category:

- Amended Document

NOTE: Use Amended Document to file any appeals related amended document, except for an amended notice of appeal or amended motions (e.g., amended designation, amended statement of issues)

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NOTE: The following is an available event in the **ANSWER/RESPONSE** category:

- Response - (a responsive pleading may or may not be filed, e.g., a response to a Motion for Leave to Appeal)

This procedure will demonstrate how to file the sample documents listed below. The same basic steps will be followed when filing most types of documents even though some events require specific information and will set deadlines. All document selections are drop down menu based and require the filed image to be in PDF format. **Only ONE event may be selected for each document being filed.**

- I. **Notice of Appeal**
- II. **Appellant Designation**
- III. **Statement of Issues on Appeal**
- IV. **Request for Transcript Re: Appeal**
- V. **Transcript Re: Appeal**

I. Notice of Appeal

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu depending upon whether the appeal is being filed in the main case or the adversary proceeding.
- STEP 2 The **Bankruptcy /Adversary Events** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the complete case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Notice of Appeal**. You may also click "**n**" repeatedly until Notice of Appeal appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). Click **Next**.

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	<p>Section 3</p> <p style="text-align: center;">Appeals</p>

STEP 6 The **Select the Party** screen will display.

- ◆ Locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

NOTE - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. For our example, the debtor is filing the Notice of Appeal.

If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien" or "McDonald."
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed until the correct party appears with your c/o address. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, Click **Create New Party**.

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The screenshot shows a web browser window titled 'Person Address - Microsoft Internet Explorer'. On the left is a search form with fields for 'SSN' and 'Last/Business name'. Below these are 'Search' and 'Clear' buttons. A 'Party search results' list shows four entries, all for 'Ford Motor Credit Company'. At the bottom are 'Select name from list' and 'Create new party' buttons. On the right, a larger text area displays the address: 'Ford Motor Credit Company', '543 Motor City Ln', 'Detroit, MI 21668'.

Some important Style Guide Standards are listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., “ABC Corporation” should not be entered as “ABC Corp”). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor’s mailing address (may be different from the debtor’s street address)
- The County field is the county of the debtor’s street address, not the mailing address
HINT - Type the first letter of the county one or more times for a faster search.
- Do not enter the Country unless the country of the debtor’s residence is not the United States.

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STEP 7 After selecting the party, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 8 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 9 The system will prompt, “*Select the appropriate event(s) to which your event relates.*” A series of docket entries will appear.

- ◆ Click on the check box of the order, judgement or decree to which the Notice of Appeal relates. In our example, the following order is selected as the item to which relates to the Notice of Appeal. Click **Next**.

☐ 01/31/2005 5 Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)

Next Clear

STEP 10 The **File an Appeal** screen will display. An “Appellant Designation Due” date will appear, along with a verification of the amount due for filing the Notice of Appeal. Click **Next**.

Appellant Designation Due: 02/10/2005

Fee: \$255

Next Clear

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- STEP 11 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the order being appealed is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

- STEP 12 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

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STEP 13 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

- ◆ The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

***** IMPORTANT NOTICE *****		
Do NOT use the browser 'Back' button during the payment process.		

Summary of current charges:		
Date Incurred	Description	Amount
2005-01-26 12:49:47	Notice of Appeal(04-11333-AJC) [appeal,ntcapl] (255.00)	\$ 255.00
		Total: \$ 255.00
<input type="button" value="Pay Now"/> <input type="button" value="Continue Filing"/>		

- ◆ The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required, but the user should complete also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

Enter Payment Information		Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
Cardholder Name:	Pam Shuler *	
Address:	51 SW 1 Ave *	
Address 2:		
City:		
State:	-- OR --	
Province / Region / County:		
Country:		
(Instead of state, if necessary)		
Zip Code:	33130	
Card Type:	Visa *	
Card Number:		
Security Code:		
Expiration Date:	/ / *	
Payment Amount:	\$255.00 *	
A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.		
<input type="button" value="Continue"/> <input type="button" value="Quit"/>		

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- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.

Payment Summary and Authorization	
Cardholder Name: Pam Shuler Address: 51 SW 1 Ave Address 2: City: State: Country: Zip Code: 33130 Card Type: Visa Card Number: *****1111 Expiration Date: 3 / 2005 Payment Amount: \$255.00 Current Date and Time: 01/26/2005 12:58 PM	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
<p>Authorization*</p> <input type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	
<p>Confirmation Receipt Request</p> <p>To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Re-enter Email Address to Confirm: <input type="text"/></p> <p> <input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> </p> <p>Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.</p>	

- ◆ The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.

U.S. Bankruptcy Court Southern District of Florida
<p>Thank you. Your transaction in the amount of \$ 255.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 43092.</p> <p>Detail description: Notice of Appeal(04-11333-AJC) [appeal,ntcapl] (255.00)</p> <p> <input type="button" value="Close window"/> </p>

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CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.

STEP 14 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the notice has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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II. Appellant Designation

Copies of designated items should be submitted conventionally in paper to the Clerk's office at the same time of filing the designation or not later than 15 days from the date of filing of the designation. The Clerk's office will issue a notice of Deficiency if the copies do not accompany the designation. Any designated untranscribed proceedings must be immediately ordered from the court reporter using the local form "Appeals Information Sheet".

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.
- STEP 2 The **Bankruptcy/Adversary Events** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Appellant Designation**. You may also click "**a**" repeatedly until Appellant Designation appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ♦ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Appellant Designation, the party will already be in the court's database.
- ♦ Click to highlight and select the party for which the document is filed. **NOTE** - If you wish to select more than one party, such as a debtor and joint debtor, hold the "Ctrl" key down and click to highlight the remaining party. Click **Next**. (**NOTE** For our example Appellant Designation, the debtor is the filer.)

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STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A status screen will display. This screen will identify the due date for the appellee to file their designation and the deadline for the clerk to transmit the appeal to District Court.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box . Click **Next**.

Appellee Designation Due: 2/10/2005

Transmission to District Court Due Date: 3/2/2005

Select docket entries which are to be associated with the above schedule(s).

	Filing Date #	Docket Text
<input checked="" type="checkbox"/>	01/31/2005 7	Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Next Clear

NOTE: The transmission to District Court Due Date calculates 30 days from the filing of the Notice of Appeal. If a transcript is ordered the deadline will be updated by the clerk's office to reflect the due date for the transcript to be filed (30 days from the date the financial arrangements are made with the court reporter. As noted on the appeals information sheet).

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- STEP 9 Docket Text: Modify as Appropriate** -This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the order being appealed is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Appellant Designation of Contents For Inclusion in Record On Appeal Filed by Debtor Carmen Gonzalez (Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez). Appellee designation due 2/10/2005. Transmission of Record Due by 3/2/2005. (Shuler, Pam)

- STEP 10 Docket Text: Final Text** - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Appellant Designation of Contents For Inclusion in Record On Appeal Filed by Debtor Carmen Gonzalez (Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez). Appellee designation due 2/10/2005. Transmission of Record Due by 3/2/2005. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

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STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the notice has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
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III. Statement of Issues on Appeal

This document must be filed separately from the appellant or appellee designations.

STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.

STEP 2 The **Bankruptcy/Adversary Events** screen will display.

◆ Click **Appeal**.

STEP 3 The **Case Number** screen will display.

◆ Enter the case number. Click **Next**.

STEP 4 The **File an Appeal** screen will display.

◆ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

◆ Click on the drop down list to highlight and click **Statement of Issues on Appeal**. You may also click "**s**" repeatedly until Statement of Issues on Appeals appears. Click **Next**.

STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.

STEP 6 The **Select the Party** screen will display.

◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Appellant Statement of Issues, the party will already be in the court's database.

◆ Click to highlight and select the party for which the document is filed. Note: If you wish to select more than one party, such as a debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next**. (NOTE: For our sample Statement of Issues, the debtor is the appellant.)

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	Section 3 Appeals

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A selection screen will display.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box. Click **Next**.

Select the appropriate event(s) to which your event relates:

☒ 01/31/2005 [7](#) Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5](#) Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Next Clear

STEP 9 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the notice is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Statement of Issues on Appeal Filed by Debtor Carmen Gonzalez Re: [\[7\]](#) Notice of Appeal.

(Shuler, Pam)

Next Clear

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- STEP 10 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Statement of Issues on Appeal Filed by Debtor Carmen Gonzalez Re: [7] Notice of Appeal. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or document, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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IV. Request for Transcript Re: Appeal

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.
- STEP 2 The **Bankruptcy/Adversary** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Request for Transcript Re: Appeal**. You may also click "r" repeatedly until Request for Transcript Re: Appeal appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.
- STEP 6 The **Select the Party** screen appears.
- ♦ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Appellant Designation, the party will already be in the court's database.
- ♦ Click to highlight and select the party for which the document is filed. **NOTE** - If you wish to select more than one party, such as a debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next**. (**NOTE** : For our example the debtor is the filer.)
- STEP 7 The **PDF Document Selection** screen will display.
- ♦ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it

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with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A selection screen will display.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box. Click **Next**.

STEP 9 The **Is a transcript being requested?** screen will display. Answer **Yes** or **No**. If the answer is yes the following screen will display. Click **Next**.

STEP 10 The **Transcript Due** screen will display. This screen will identify the 30-day due date for the transcript.

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- STEP 11 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the notice is already captured. Click **Next**.

Docket Text: Modify as Appropriate.
Request for Transcript Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez. Transcript Due 3/2/2005.
 (Shuler, Pam)

- STEP 12 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text
Request for Transcript Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez. Transcript Due 3/2/2005. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

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STEP 13 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or document, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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V. Transcript Re: Appeal

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.
- STEP 2 The **Bankruptcy/Adversary Events** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Transcript Re: Appeal**. You may also click "t" repeatedly until Transcript Re: Appeal appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ♦ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Transcript Re: Appeal, the party will already be in the court's database.
- ♦ Click to highlight and select the party for which the document is filed. **NOTE** - If you wish to select more than one party, such as a debtor and joint debtor, hold the "Ctrl" key down and click to highlight the remaining party. Click **Next**. (**NOTE:** For our example the debtor is the filer.)
- STEP 7 The **PDF Document Selection** screen will display.
- ♦ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it

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with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A selection screen will display.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box. Click **Next**.

Select the appropriate event(s) to which your event relates:

☒ 01/31/2005 7 Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Next Clear

STEP 9 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the order being appealed is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Transcript Re: Appeal []
(Shuler, Pam)

Next Clear

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
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- STEP 10 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Transcript Re: Appeal (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or document, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 4</p> <p style="text-align: center;">Attorney-Filed Documents</p>

Documents filed under this category will, in the docket text, reflect the filing by the attorney and not the party:

Certificate of Service Declaration Re: Electronic Filing Disclosure of Compensation Notice of Change of Address (Attorney) Notice of Compliance with Claims Review Notice of Filing Notice of Unavailability Notice to Debtor of Due Date
--

The example below demonstrates how to file a **Certificate of Service**. The same basic steps will be followed for most types of documents in this category even though some events require specific information. All are non-fee events.

STEP 1 Select **Bankruptcy** from the main menu.

NOTE - If the document being filed is in an adversary proceeding, click **Adversary** from the main menu.

STEP 2 Click **Attorney-Filed Documents**.

STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.
- ◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A document selection screen will display.

- ◆ Click on the drop down list to reveal the list of documents in this category, or press the "c" key until "**Certificate of Service**" appears. Select the desired item and Click **Next**.
- ◆ If item is being jointly filed with another attorney, click on the check box, then Click **Next**.

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	Section 4 Attorney-Filed Documents

STEP 5 The PDF document selection screen will display.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and attach it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 6 Depending upon the event entered, the next series of screens may be different. For this example, the system prompts the user to *Select the appropriate event(s) to which your event relates*.

<input checked="" type="checkbox"/>	10/31/2004 11 Notice of Rescheduled Meeting of Creditors Filed by Debtor John Smith. Meeting of Creditors to be Held on 12/15/2004 at 09:00 AM at Room 101, Via Jardin Bldg. (Cradic, Cam)
<input checked="" type="checkbox"/>	10/31/2004 12 Amended Statement of Debtor(s) Social Security Number(s) <i>[Document Image Available ONLY to Court Users]</i> Filed by Debtor John Smith. (Cradic, Cam)
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

CRITICAL ISSUE - It is important to select the correct item(s) because it will appear in the docket text.

- ◆ A docket will appear with check boxes next to each item. Click on the check box to select the desired item which relates to the Certificate of Service.

In our example, a debtor's attorney is filing a **Certificate of Service** which relates to two prior docket entries.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 4</p> <p align="center">Attorney-Filed Documents</p>

STEP 7 The **Docket Text: Modify as Appropriate** screen will display - This event provides a text box to include additional information if desired.

For this example, we have included the words "upon all parties" to show that the linked items were served on all parties in the case. Click **Next**.

Docket Text: Modify as Appropriate.

Certificate of Service by Attorney Cam Cradic Esq (Re: [11] Notice of Rescheduled Meeting of Creditors filed by Debtor John Smith, [12] Statement of Debtor(s) Social Security Number(s) filed by Debtor John Smith). (Cradic, Cam)

STEP 8 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is required.

For our example, the final text appears below with the *added text in italics*, and the Certificate of Service is linked to document #'s 11 and 12. Click **Next**.

Docket Text: Final Text

Certificate of Service *upon all parties* by Attorney Cam Cradic Esq (Re: [11] Notice of Rescheduled Meeting of Creditors filed by Debtor John Smith, [12] Statement of Debtor(s) Social Security Number(s) filed by Debtor John Smith). (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 4 Attorney-Filed Documents

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

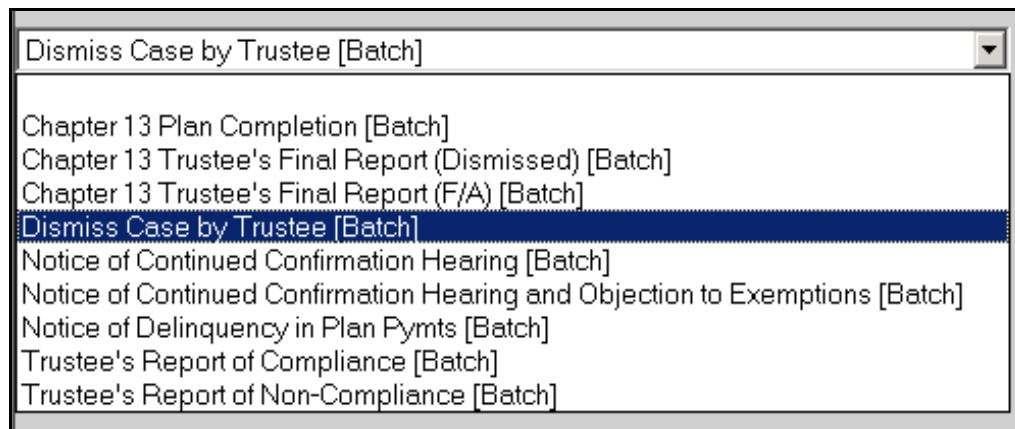
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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	Section 5 Batch Filings

This procedure describes how to file a PDF imaged document in multiple cases in one transaction. The purpose of this event is to:

- ◆ Provide a quick method for docketing non-fee events;
- ◆ Docket an event that does not require any linkage or association to prior docket entries;
- ◆ Docket an event that does not require any editing of docket text;
- ◆ Docket an event which requires very limited review by the clerk's office; and
- ◆ Docket a voluminous event which is the same for all cases.

This event is primarily designed for trustees because they file voluminous standard text documents.



The same basic steps will be followed for most types of Batch Filing events even though some require unique information to be provided by the filer.

STEP 1 Click **Bankruptcy** from the main menu.

- ◆ Click **Batch Filing**.

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	Section 5 Batch Filings

STEP 2 The **Case Number(s)** screen will display.

- ◆ Enter the complete case number(s). Use the enter key after entering each case number, do not use a comma to separate the cases. Click **Next**.

STEP 3 The **File a Court document** screen will display.

- ◆ Verify the case number(s) and debtor name of each case.

NOTE - If any case number is incorrect, use the browser's back button to return to the prior screen.

- ◆ Each case listed is a hyperlink and clicking on any number will allow the user to enter the PACER Login to view more information such as the case docket.

STEP 4 Click on the arrow to display the document selection screen. Only one item may be selected. In our example, we will docket a **Motion to Dismiss Case filed by a trustee [Batch]**.

- ◆ Select this item and Click **Next**.

STEP 5 The PDF document selection screen will display. Repeat the following steps for each case.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and attach it with the docket entry. Click **Next**.

04-11136-AJC Joe Icon	<input type="text"/>	Browse...
04-11134-RAM Joe Icon	<input type="text"/>	Browse...

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 5</p> <p align="center">Batch Filings</p>

STEP 6 The **Dismissal** prompt will display. Select **Yes** or **No** then click **Next**.

File a Court document: [04-11136-AJC Joe Icon](#) [04-11134-RAM Joe Icon](#)

Is Your Motion to Dismiss Based on the Debtor Failing to Appear at the Meeting of Creditors?

☐ Yes
☐ No

Next Clear

STEP 7 The **Docket Text: Modify as Appropriate** screen will display. The event **Motion to Dismiss Case** by trustee is identified; however no entry in this text box is required. Click **Next**.

File a Court document: [04-11136-AJC Joe Icon](#) [04-11137-SHF Robert J. Summas](#)

Docket Text: Modify as Appropriate.

Trustee's Motion to Dismiss Case . (Shuler, Pam)

Next Clear

STEP 8 The **Docket Text: Final Text** screen will display. This is the screen which commits this transaction in each case. Use the browser's back button to return to prior screens if any correction is necessary.

- ◆ The hyperlink case numbers are listed again above the docket text to allow the filer to review the docket in pacer prior to completing the transaction. Click **Next**.

File a Court document: [04-11136-AJC Joe Icon](#) [04-11137-SHF Robert J. Summas](#)

Docket Text: Final Text

Trustee's Motion to Dismiss Case. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 5 Batch Filings

STEP 9 Notice of Electronic Filing (frequently referred to as the NEF). This is the verification that the document has been filed electronically.

One NEF is generated for all case numbers entered. The document number for this event will likely be different for each case.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

NOTE - The screen shot below is a partial example of the NEF included to illustrate how multiple cases appear on the NEF.

Notice of Electronic Filing

The following transaction was received from Shuler, Pam entered on 1/18/2005 at 11:18 AM EST and filed on 1/18/2005

Case Name: Joe Icon
Case Number: [04-11136-AJC](#)
Document Number: [20](#)

Case Name: Robert J. Summas
Case Number: [04-11137-SHF](#)
Document Number: [6](#)

Docket Text:
Trustee's Motion to Dismiss Case. (Shuler, Pam)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 6 Chapter 11 Ballots

This procedure demonstrates the steps to file a ballot in the CM/ECF system.

- STEP 1 Click **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.
- ◆ Click **Plan**.
- STEP 3 The **Case Number** screen will display.
- ◆ Enter the complete case number. Click **Next**.
- STEP 4 Verify the identity of the case. Click **Next**.
- STEP 5 The **File a Plan** screen will display.
- ◆ Verify the case name and case number. If incorrect, use the browser's back button to return to prior screens.
 - ◆ Click on the drop down list to reveal the list of motions/applications, or press the "c" key repeatedly until "**Chapter 11 Ballot**" appears. Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ◆ Scroll through the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
 - ◆ Click to highlight and select the party on whose behalf the document is being filed. **NOTE** - If you wish to select more than one party, such as the debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next** if the party is already in the case.
 - ◆ If the party is not already in this particular case, then the party must be added. However, you **must** first search to determine if the party already exists in the court's database. Click **Add/Create New Party** to add a new party to the case.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 6</p> <p align="center">Chapter 11 Ballots</p>

- ◆ If the desired party's name and address matches, click **Select Name** from List and proceed to step 8.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald" or "555-66-7777"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, several selections might appear in **Party search results**. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

The screenshot shows a web browser window titled "Person Address - Microsoft Internet Explorer". On the left, there is a "Search for a party" form with fields for "SSN" and "Last/Business name". Below these fields are "Search" and "Clear" buttons. Underneath is a "Party search results" section with a list of four entries, all of which are "Ford Motor Credit Company". At the bottom of the form are two buttons: "Select name from list" and "Create new party". To the right of the search form, a pop-up window displays the details for the selected party: "Ford Motor Credit Company", "543 Motor City Ln", and "Detroit, MI 21668".

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	Section 6 Chapter 11 Ballots

- STEP 7 The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

Party Information

Last name required First name required

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1 c/o attorney's name

Address 2 required Address 3

City required State Zip required

County Country

Phone Fax

E-mail

ProSe no Role Creditor (cr:cr)

Party text

**CRITICAL ISSUES - *YOU MUST SELECT THE CORRECT ROLE TYPE.
*THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

- STEP 8 After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.
- STEP 9 Click on the check box to establish a link between the party and yourself, if needed. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

- STEP 10 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 6</p> <p align="center">Chapter 11 Ballots</p>

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 The **File a Plan** screen will display. Enter the appropriate information. Click **Next**.

File a Plan:
[04-11299-RAM Marshall's Gallery](#)

Select the Disposition of the Ballot Below:

☐ Accepts
☐ Rejects
☒ Unmarked

STEP 12 Disposition of the Ballot screen will display. Enter the appropriate response. Click **Next**.

File a Plan:
[04-11299-RAM Marshall's Gallery](#)

Class in Plan:

Amount:

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STEP 13 The **Docket Text: Modify as Appropriate** screen will display.

- ◆ For this example, a blank field for a supplemental entry with a prefix drop down list is available to add more detail to the docket text but is not required. **NOTE** - You may also type the first letter of the prefix to immediately move through the list of prefixes that begin with a particular letter. Click **Next**.

Docket Text: Modify as Appropriate.

Chapter 11 Ballot ACCEPTING Plan. (Class in Plan: A; Amount: 300.00)
Filed by Creditor Sam's Photos (Shuler, Pam)

Next Clear

STEP 14 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Chapter 11 Ballot ACCEPTING Plan. (Class in Plan: A; Amount: 300.00) Filed by
Creditor Sam's Photos (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further
opportunity to modify this submission if you continue.

Next Clear

STEP 15 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 7</p> <p style="text-align: center;">Chapter 13 Self-Calendaring</p>

This procedure demonstrates the steps to utilize the self-calendaring function for the scheduling of all **non-emergency** matters on the assigned judge's chapter 13 motion/confirmation hearing calendar. This procedure will allow attorneys to self-select available dates and times from the judge's calendar and serve notice by including the pre-selected hearing information in the motion or other document for which relief is requested.

To illustrate a sample of the above, we are going to file a Motion for Relief from Stay, filed by a creditor who is represented by counsel.

STEP 1 Click **Bankruptcy** from the main menu.

NOTE - If the motion/application is in an adversary proceeding, choose **Adversary** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Motions/Applications**.

STEP 3 The **Case Number** screen will display.

◆ Enter the complete case number. Click **Next**.

STEP 4 **Verify the identity of the case.** Click **Next**.

STEP 5 The **File a Motion** screen will display.

◆ Verify the case name and case number. If incorrect, use the browser's back button to return to prior screens.

◆ Click on the drop down list to reveal the list of motions/applications, or press the "a" key repeatedly until "Assume/Reject" appears.

◆ If the document is being jointly filed with another attorney, click on the check box, then Click **Next**.

STEP 6 The **Select the Party** screen will display.

◆ Click on the drop down list to scroll through the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 7</p> <p style="text-align: center;">Chapter 13 Self-Calendaring</p>

- ◆ Click to highlight and select the party on whose behalf the document is being filed. **Note** - If you wish to select more than one party, such as the debtor and joint debtor, hold the “**Ctrl**” key down and click to highlight the remaining party. Click **Next** if the party is already in the case.
- ◆ If the party is not already in this particular case, then the party must be added. However, you **must** first search to determine if the party already exists in the court's database. Click **Add/Create New Party** to add new party to the case.
- ◆ If the desired party's name and address matches, click **Select Name** from List and proceed to step 8.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., “O'Brien”, “McDonald” or “555-66-7777”
- partial name entries will yield a greater match probability, e.g., “McD” would include “McDonald” and “McDaniels”
- try alternative search clues if your first search was not successful

For example, if Ford is entered, several selections might appear in **Party search results**. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 7</p> <p align="center">Chapter 13 Self-Calendaring</p>

STEP 7 The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

**CRITICAL ISSUES - *YOU MUST SELECT THE CORRECT ROLE TYPE.
*THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 7 Chapter 13 Self-Calendaring

STEP 8 After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 9 Click on the check box to establish a link between the party and yourself, if needed. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 10 The **PDF Document Selection** screen displays.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Depending upon the event selected, the next series of screens may be different. In this example, the Assume or Reject screen will display. Select the appropriate response. Click **Next**.

The screenshot shows a dialog box titled "Assume or Reject?". Inside the dialog, there are two radio buttons. The "Assume" radio button is selected, indicated by a small vertical line to its right. Below the radio buttons, there are two buttons: "Next" and "Clear".

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STEP 12 The system will display the following:

Does Your Motion Contain a Chapter 13 Hearing Date Scheduled in Accordance with Court Chapter 13 Self-Calendaring Procedures?

Click [here](#) for Chapter 13 Self Calendaring Procedures

Click [here](#) to obtain or confirm a Chapter 13 hearing date by Judge.

☒ Yes
☐ No

- ◆ Selecting the **Yes** radio button will prompt for the entry of a hearing date, time and location in accordance with the court's self-calendaring procedure. Click **Next**.

NOTE To review this procedure or confirm a Judge's hearing calendar date/time, click on the links provided.

- ◆ If the **No** radio button is selected, click **Next** and proceed to STEP 14. Your motion will be scheduled for hearing by the Court.

STEP 13 The hearing information screen will display. Enter pre-selected hearing information in the fields provided below. Click **Next**.

Enter the Hearing Date, Time, and Location in the Boxes Provided Below:

Hearing Information

Hearing Date: Hearing Time: ☐ AM ☐ PM

Location:

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 7</p> <p align="center">Chapter 13 Self-Calendaring</p>

STEP 14 The **Docket Text: Modify as Appropriate** screen will display.

- ◆ For this example, a blank field for a supplemental entry with a prefix drop down list is available to add more detail to the docket text but is not required. **NOTE** - You may also type the first letter of the prefix to immediately move through the list of prefixes that begin with a particular letter. For example, if you are filing an ex-parte motion, press "e" repeatedly until Ex Parte displays. Click **Next**.

Docket Text: Modify as Appropriate.

Motion to Assume Auto Lease Filed by Creditor Ford
 Motor Credit Company Hearing scheduled for 3/25/2005 at 09:00 AM at Room 1409, Claude
 Pepper Federal Bldg. (Falzone, Joe)

STEP 15 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Motion to Assume Auto Lease Filed by Creditor Ford Motor Credit Company Hearing
 scheduled for 3/25/2005 at 09:00 AM at Room 1409, Claude Pepper Federal Bldg.
 (Falzone, Joe)

Attention!! Submitting this screen commits this transaction. You will have NO further
 opportunity to modify this submission if you continue.

STEP 16 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the Motion has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 8 Emergency Matters

EMERGENCY MATTERS

- ◆ In accordance with Administrative Order 04-11 the filing of any emergency motion or any paper to be considered by the court within 48 hours of a previously scheduled hearing may be electronically filed. In addition the filer must provide a paper courtesy copy accompanied by Local Form 92 **"Red Cover Sheet"** (printed on red paper) to the clerk in the divisional office where the judge is chambered.
- ◆ Any emergency responsive paper filed after the 2-day deadline in which the party filer requests consideration at a hearing must be accompanied by Local Form 92 **"Red Cover Sheet"** (printed on red paper) together with Local Form 36 *"Notice of Late Filing of Paper Pursuant to Local Rule 5005-1(F)(3)"* and filed with the clerk in the divisional office where the judge is chambered.
- ◆ All Chapter 11 first day motions may be electronically filed. However a paper courtesy copy together with any proposed orders must be delivered to the clerk in the divisional office where the judge is chambered. A paper copy of any motion filed pursuant to Local Rule 9013-(F) shall also be delivered to the Office of the U.S. Trustee.

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	Section 9 Motions/Applications/Notices (Fee Required)

This procedure demonstrates the steps to electronically file a fee based motion.

Motion/Application/Type Notice	Fee Due
Abandonment of Property	\$ 150.00
Convert Case to Chapter 7 <i>(NOTE - To file a Notice of Voluntary Conversion to Chapter 7 select from the Notices menu option)</i>	\$ 15.00
Convert Case from Chapter 7 or 13 to Chapter 11 by Debtor	\$ 645.00
Deconsolidate (or Split/Sever) a Joint Case	\$ 155.00 - Ch 7/13 \$ 800.00 - Ch 11 \$ 200.00 - Ch 9
Leave to File Notice of Appeal	\$ 5.00
Notice of Appeal and/or Cross Appeal Notice of Filing and Docketing Fees	\$ 255.00
Relief from (or Modify/Vacate) the Automatic Stay	\$ 150.00
Reopen a Closed Case* <i>*Fees for Motions to Reopen to Administer Additional Assets are deferred if an Affidavit to defer is concurrently filed by the trustee.</i>	\$ 155.00 - Ch 7/13 \$ 800.00 - Ch 11 \$ 200.00 - Ch 12
Withdrawal of Reference of a Case	\$ 150.00

Some processes for filing fee based motions described above differ with each transaction. For example, motions seeking relief from stay may be filed on negative notice; filers of motions to compel abandonment of property may wish to add a property description to the docket text, and the Withdrawal of Reference motion sets an objection deadline. These transaction screens may differ, however all are fee based events and require the corresponding document be filed in PDF format.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 9</p> <p style="text-align: center;">Motions/Applications/Notices (Fee Required)</p>

To illustrate a sample event, we are going to file a Motion for Relief from Stay, filed by a creditor's attorney, seeking relief on negative notice pursuant to Local Rule 4001-1(C).

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Motions/Applications**.

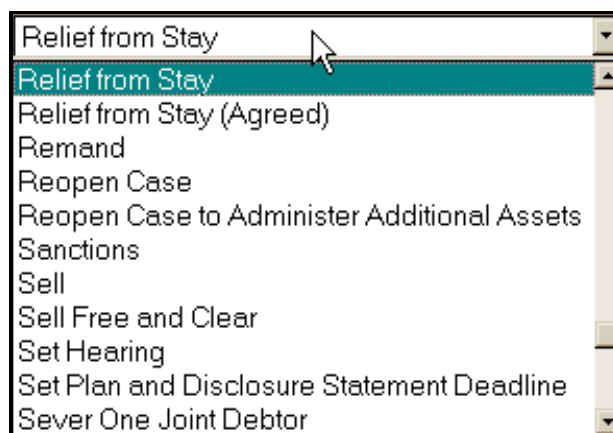
STEP 3 The **Case Number** screen will display.

◆ Enter the complete case number. Click **Next**.

◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A document selection screen will display.

◆ Click on the arrow to obtain the alphabetical drop down list, then highlight a title with the cursor and click on it, or enter the first letter of the title and repeat as needed until it appears. In this example, press "r" repeatedly for Relief from Stay. Click **Next**.



◆ Click on the check box if document is being filed jointly with other attorney(s).

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STEP 5 The **Select the Party** screen will display.

- ◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. For our example, a creditor is selected.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor, you may search by social security number or tax id number, if known.

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 9</p> <p align="center">Motions/Applications/Notices (Fee Required)</p>

STEP 6 The **Party Information** screen will display - Enter or change fields as needed. For our motion, the creditor was not a party in the case, but they are in the court's database. Select them, then click **Submit** (see below).

CRITICAL ISSUE - YOU MUST CHANGE THE ROLE TYPE TO "CREDITOR".

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- STEP 7 After selecting, or creating the party in the case, the creditor's name will be highlighted in the **Select the Party** screen. Click **Next**.
- STEP 8 Click on the check box to establish a link between the creditor and the attorney, if needed. Click **Next**.
- NOTE:** If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.
- STEP 9 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.
- STEP 10 The system will prompt "Is Negative Notice invoked?". For our example case, we will select **Yes** reference "negative notice" in the docket text. Click **Next**.
- STEP 11 A fee verification screen appears - The fee of \$150.00 displays. Click **Next**.
- STEP 12 The **Docket Text: Modify as Appropriate** screen will display - Click the arrow to display the prefix options. **NOTE** - You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with that particular letter (e.g., Verified type "v"). Our motion does not need a prefix or additional text, therefore we will accept this entry and click **Next**.
- STEP 13 The **Docket Text: Final Text** screen will display - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

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	<p align="center">Section 9</p> <p align="center">Motions/Applications/Notices (Fee Required)</p>

Docket Text: Final Text

Motion for Relief from Stay [Negative Notice] [Fee Amount \$150] Filed by Creditor Ford Motor Credit Company (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

STEP 14 The **Paying the filing fees** screen will display - Summary of current charges will appear. **NOTE** - It may take several moments to appear.

- ◆ Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting Continue Filing, you will be reminded to pay all fees after each transaction and any additional fee transactions will be added.

Electronic Payment - Microsoft Internet Explorer

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-02-28 11:56:22	Motion for Relief From Stay(05-10129-RAM) [motion,mrlfsty] (150.00)	\$ 150.00
Total:		\$ 150.00

Pay Now Continue Filing

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 9</p> <p align="center">Motions/Applications/Notices (Fee Required)</p>

- ◆ Next, the system will prompt for credit card information. Complete all the required fields. Click **Continue**.

Enter Payment Information

Cardholder Name: Nancy Herkert *

Billing Address: www.ch13herkert.com *

Billing Address 2: *

City: *

State/Province: *

ZIP/Postal Code: 33027 *

Country: United States *

Card Type: Visa *

Card Number: * Reset

Expiration Date: * / *

Payment Amount: \$150.00

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

- ◆ Next, the system will prompt for authorization and a confirmation e-mail. The payment steps are listed on the right side of the screen. Click **Make Payment** to complete, or **Edit** if changes are needed.
- ◆ If the filer enters an e-mail address to receive a **Confirmation Receipt Request**, it will be automatically e-mailed.

Payment Summary and Authorization

Cardholder Name: Nancy Herkert

Billing Address: www.ch13herkert.com

Billing Address 2:

City:

State/Province:

ZIP/Postal Code: 33027

Country: USA

Card Type: Visa

Card Number: *****1111

Expiration Date: 3 / 2005

Payment Amount: \$150.00

Current Date and Time: 02/28/2005 12:03 EST

Authorization*

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Make Payment Edit Cancel

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

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- ◆ **Confirmation of payment** screen will display. Click **Close Window**.

<p align="center">U.S. Bankruptcy Court Southern District of Florida</p> <p>Thank you. Your transaction in the amount of \$ 150.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 48890.</p> <p>Detail description: Motion for Relief From Stay(05-10129-RAM) [motion,mrlfsty] (150.00)</p> <p align="center">Close window</p>
--

CRITICAL ISSUE - Registered users must pay ALL fees before 3:00 a.m. the following day or their login code will automatically be placed in a lockout status, thereby preventing them from filing more documents until all fees are paid.

STEP 15 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 10</p> <p style="text-align: center;">Motions/Applications/Notices (No Fee Required)</p>

This procedure demonstrates the steps to file a motion/application in the CM/ECF system. The example below demonstrates how to file a **Motion to Assume or Reject Lease**. The same basic steps will be followed for most types of motions/applications even though some events require specific information. All are drop down menu based and require the filed image to be in PDF format. * **See section on Multi-Part Motions if your Motion seeks multiple relief types.**

- STEP 1 Click **Bankruptcy** from the main menu. **NOTE** - If the motion/application is in an adversary proceeding, choose **Adversary** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.
- ◆ Click **Motions/Applications**.
- STEP 3 The **Case Number** screen will display.
- ◆ Enter the complete case number. Click **Next**.
- STEP 4 **Verify the identity of the case.** Click **Next**.
- STEP 5 The **File a Motion** screen will display.
- ◆ Verify the case name and case number. If incorrect, use the browser's back button to return to prior screens.
 - ◆ Click on the drop down list to reveal the list of motions/applications, or press the "a" key repeatedly until "Assume/Reject" appears.
 - ◆ If the document is being jointly filed with another attorney, click on the check box, then Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ◆ Click on the drop down list to scroll through the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
 - ◆ Click to highlight and select the party on whose behalf the document is being filed. **Note** - If you wish to select more than one party, such as the debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next** if the party is already in the case.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 10</p> <p style="text-align: center;">Motions/Applications/Notices (No Fee Required)</p>

- ◆ If the party is not already in this particular case, then the party must be added. However, you **must** first search to determine if the party already exists in the court's database. Click **Add/Create New Party** to search or add the party.
- ◆ If the desired party's name and address matches, click **Select Name** from List and proceed to step 8.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald" or "555-66-7777"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, several selections might appear in **Party search results**. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 10</p> <p align="center">Motions/Applications/Notices (No Fee Required)</p>

STEP 7 The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

**CRITICAL ISSUES - *YOU MUST SELECT THE CORRECT ROLE TYPE.
*THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 10 Motions/Applications/Notices (No Fee Required)

STEP 8 After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 9 Click on the check box to establish a link between the party and yourself, if needed. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 10 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Depending upon the event selected, the next series of screens may be different. In this example, the Assume or Reject screen will display. Select the appropriate response. Click **Next**.

Assume or Reject?

☒ Assume

☐ Reject

Next Clear

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 10</p> <p style="text-align: center;">Motions/Applications/Notices (No Fee Required)</p>

STEP 12 The **Docket Text: Modify as Appropriate** screen will display.

- ◆ For this example, a blank field for a supplemental entry with a prefix drop down list is available to add more detail to the docket text but is not required. **NOTE** - You may also type the first letter of the prefix to immediately move through the list of prefixes that begin with a particular letter. For example, if you are filing an ex-parte motion, press "e" repeatedly until Ex Parte displays. Click **Next**.

Docket Text: Modify as Appropriate.

Motion to Assume lease Filed by Creditor Ford
 Motor Credit Company (Shuler, Pam)

STEP 13 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Motion to Assume lease Filed by Creditor Ford Motor Credit Company (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 10 Motions/Applications/Notices (No Fee Required)

STEP 14 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 11</p> <p style="text-align: center;">Multi-Part Motions</p>

The following procedure demonstrates how to file a motion that requests more than one relief type.

NOTE: This process is NOT recommended for filing a multi-part motion which, if granted, changes the status or disposition of a case due to a program restriction which does not completely dispose of multiple requests for relief. The clerk's office encourages users to file a separate motion for the types of relief listed below:

- ✓ ***motions to convert***
- ✓ ***motions to dismiss***
- ✓ ***motions that affect the entered discharge***
- ✓ ***motions to consolidate two or more cases***
- ✓ ***motions to deconsolidate (split or sever) the debtor and/or joint debtor***
- ✓ ***motions to reopen a closed case***
- ✓ ***motions to transfer venue***

Users are advised to refer to the Fee Based or Non-Fee Based Motions/Applications procedures depending upon the type of relief sought. However, in the event a multi-part motion must be filed, follow these procedures: **[NOTE - The docket text may not match the exact title of the document.]**

In our example, we will file a non-fee creditor's **Motion to Dismiss the Case or Extend the Time to File an Objection to the Discharge of Debtor**.

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

- ◆ Click **Motions/Applications**.

STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.
- ◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 The next screen verifies the identity of the case. Click **Next**.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 11</p> <p style="text-align: center;">Multi-Part Motions</p>

STEP 5 A document selection screen will display.

For our example multi-part “**Motion to Dismiss Case or Extend Deadline to Object to Discharge of Debtor**” is the title of the document being filed by a creditor. This motion does not require a fee. We will select the following.

- ▶ “Dismiss Case”
- ▶ “Extend Time to File 727 Complaint”
- ◆ Click on the arrow to obtain the alphabetical drop down list. Select and highlight the first part by clicking on it; then, hold the **[Ctrl]** key down and highlight each remaining part. *When finished, scroll through the entire list to ensure that each desired part has been selected.*
- ◆ Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.

STEP 6 The **Select the Party** screen will display.

- ◆ Locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed. **Note** - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. In our example, a creditor is selected.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor, you may search by social security number or tax id number, if known.

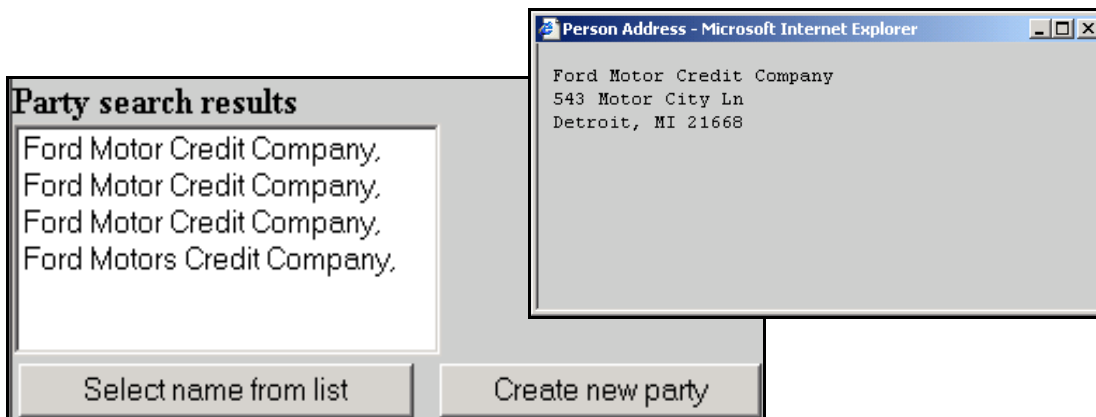
NOTE - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 11</p> <p style="text-align: center;">Multi-Part Motions</p>

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien" or "McDonald."
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed until the correct party appears with your c/o address. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, Click **Create New Party**.



STEP 7 The **Party Information** screen will display. Enter or change fields as needed. For our motion, the creditor was listed in the court's database so its address appeared in our selection field. *The only required change to this field was to change the role type to Creditor.* Click **Submit**.

STEP 8 The **Select the Party** screen will appear again with the added party highlighted. Click **Next**.

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	Section 11 Multi-Part Motions

STEP 9 Click on the check box to establish a link between the creditor and the attorney, if needed. For our example, we clicked on this box to establish a link between the attorney filing the document and the creditor. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 10 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Depending upon the relief types selected, you may find that the system will prompt the filer to answer questions or make selections about the relief type, including information about fees. The following two prompts will display.

In our example, the system will ask if the **Motion to Dismiss** is due to the debtor's failure to appear at the Meeting of Creditors. We have selected "**No**" because our sample motion is not for this default relief type. Click **Next**.

Is this Motion being Filed for Failure by Debtor(s) to File 11 USC Section 521 (a) Documents?

☐ Yes

☒ No

Next Clear

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	Section 11 Multi-Part Motions

Is this Motion being Filed for Failure by Debtor(s) to Attend the Meeting of Creditors?

☐ Yes
☒ No

EP 12 Docket Text: Modify as Appropriate - The relief types selected will appear in alphabetical order. Click on the arrow to display the prefix options. There are also blank text fields after each relief type to add any additional description. Our sample motion does not need a prefix or additional text so we will accept this entry. Click **Next**.

NOTE - Regarding prefixes, you may also type the first letter of the prefix to immediately move to items that begin with that letter (e.g., for Expedited, type "e").

Docket Text: Modify as Appropriate.

Motion to Dismiss Case ,

Motion to Extend Time to File 727 Complaint Objecting to Discharge of Debtor(s)

Filed by Creditor Ford Motor Credit Company (Shuler, Pam)

STEP 13 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

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	Section 11 Multi-Part Motions

Docket Text: Final Text

Motion to Dismiss Case, Motion to Extend Time to File 727 Complaint Objecting to Discharge of Debtor(s) Filed by Creditor Ford Motor Credit Company (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next

Clear

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browser's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

STEP 14 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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	Section 12 Notices

This procedure will demonstrate the steps to file all Notices in a case. Depending upon the event selected, the system prompts may be different but all events require the document to be filed in PDF format. **A chart of all events is listed below.**

Title of document	Event activity
Notice of 2004 Exam	enter person, date & time of exam
Notice of Appearance and Request for Service	(clerk updates database)
Notice of Change of Address (Other than Attorneys); See also Batch Filings	(clerk updates database)
Notice of Continued Confirmation Hearing	enter new hearing information, link to current plan
Notice of Continued Hearing	enter new hearing information, link to existing motion/application
Notice of Deposition	enter name of deponent, date & time of deposition
Notice of Filing	generic event, may be linked to existing event
Notice of Nonappearance	enter name of person who did not appear, link to existing event
Notice of Rescheduled Meeting of Creditors	enter new meeting information
Notice of Selection of Mediator	search and add/select party
Notice of Voluntary Conversion to Chapter 7	fee required; prompts clerk's office to convert case
Notice of Voluntary Dismissal (Ch 13 - no prior conversion)	prompts clerk's office to prepare form order of dismissal
Notice of Voluntary Dismissal (All others)	prompts clerk's office to set hearing
Notice to Substitute Attorney	terminates association of attorney and prompts clerk's office to add new attorney record

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Notice to Withdraw Claim	enter claimant name, claim#, and claim status
Notice to Withdraw Document	link & terminate existing event including any deadlines

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	Section 12 Notices

To illustrate a sample event, we are going to file a Notice to Withdraw of Document.

STEP 1 Select **Bankruptcy** from main menu.

NOTE - If the notice is in an adversary proceeding, select **Adversary** at the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Notices**.

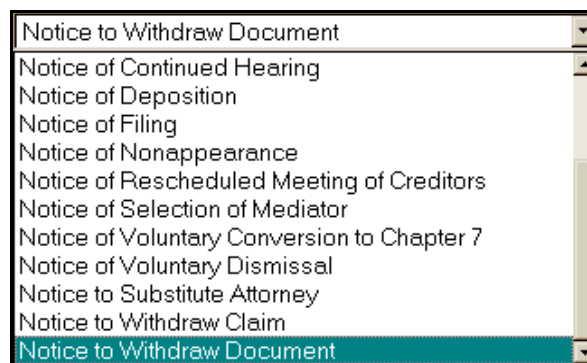
STEP 3 The **Case Number** screen will display.

◆ Enter the complete case number. Click **Next**. Use the browser's back button to return to a prior screen and make any changes if needed.

◆ **Verify the identity of the case.** Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A **Document Selection** screen will display.

◆ Click on the arrow to obtain the alphabetical drop down list and select the appropriate event or press "n" (for Notice) repeatedly until the desired selection appears.



◆ Click on the check box if the notice is being filed jointly with another attorney. Click **Next**.

IMPORTANT NOTE - Only one item may be selected for each notice.

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	Section 12 Notices

STEP 5 The **Select the Party** screen will display.

- ◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
Note - If you wish to select more than one party, such as the debtor and joint debtor, hold the "Ctrl" key down and click to highlight the remaining party. Click **Next** if the party is already in the case. Proceed to Step 8.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security or tax id number).

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien", "McDonald" or "555-66-7777"
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 12</p> <p style="text-align: center;">Notices</p>

Search for a party

SSN

Last/Business name

Party search results

- Ford Motor Credit Company.
- Ford Motor Credit Company.
- Ford Motor Credit Company.
- Ford Motors Credit Company.

Person Address - Microsoft Internet Explorer

Ford Motor Credit Company
543 Motor City Ln
Detroit, MI 21668

STEP 6 The **Party Information** screen appears - Enter or change fields as needed. For our motion, the creditor was not a party in the case, but they are in the court's database. Select them, then click **Submit** (see below).

Party Information

Ford Motor Credit Company SSN: Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Creditor (cr:cr)
Creditor Committee (crcm:pty)
Creditor Committee Chair (crcmch:pty)
Cross Defendant (crd:pty)
Cross-Claimant (crc:pty)
Debtor (db:pty)
Defendant (dft:pty)
Examiner (ex:prf)
Financial Advisor (fa:prf)
Interested Party (intp:pty)
Interpleader (i:pty)

CRITICAL ISSUE - YOU MUST SELECT THE CORRECT ROLE TYPE.

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	Section 12 Notices

Some important Style Guide content is listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., "ABC Corporation" should not be entered as "ABC Corp"). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County is the county of the debtor's street address, not the mailing address
HINT - Type the first letter of the county one or more times for a faster search.
- Do not enter the Country unless the country of the debtor's residence is not the United States.

STEP 7 After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 8 Click on the check box to establish a link between the creditor and the attorney, if needed. Click **Next**.

NOTE: If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 9 The **PDF Document Selection** screen will display.

- ◆ Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

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- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 10 A docket report appears to allow you to link to the appropriate event(s) to which your event relates. Each event contains a court paper identification number, some with hyperlinks to view the image.

- ◆ Click on the box(es) of the event(s) you wish to link this notice to. In our example, we are withdrawing a Motion to Extend Time to File a 727 Complaint Objecting to the Discharge of Debtor.

☒ 01/18/2005 [9](#) Motion to Extend Time to File 727 Complaint Objecting to Discharge of Debtor(s)
Filed by Creditor Ford Motor Credit Company (Shuler, Pam)

STEP 11 **Verify the identity of the case.** Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 12 **Docket Text: Final Text** - This is the screen that commits this transaction. Click on the browser's back button to return to prior screens if needed. Click **Next**.

Docket Text: Final Text

Notice to Withdraw Document Filed by Creditor Ford Motor Credit Company
(Re: [9] Motion to Extend Time to File 727 Complaint). (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

STEP 13 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 13</p> <p style="text-align: center;">Order Upload</p>

E-Orders provides the ability to upload PDF-formatted proposed orders directly into ECF. Orders uploaded in ECF can be electronically routed to and signed by the judge, without the need to print any paper. Additionally, attorneys and trustees can check the status of proposed orders uploaded to E-Orders. E-Orders is intended to replace the conventional process by which proposed orders are delivered to the court, except as otherwise specified in the court's Administrative Order implementing CM/ECF.

Uploading orders into the system begins the E-Orders process. Orders can be uploaded by two types of users—external and internal. The external users are the attorneys and trustees that work with the court and the internal users include all court personnel. Attorneys can only upload orders one at a time; however, Chapter 13 trustees and internal users can upload orders in batches, as well as one at a time. **Please do not submit a paper copy of any proposed order uploaded in E-Orders.**

Orders can be uploaded under both the bankruptcy and adversary heading in CM/ECF. The order must be associated with a specific case and related document except for batch and *sua sponte* orders, which may not be associated with a document. *Sua sponte* orders can only be uploaded by court personnel. Orders must be prepared according to the format instructions listed below.

Pre-Submission Format Requirements [also see Guidelines for Preparing Orders]

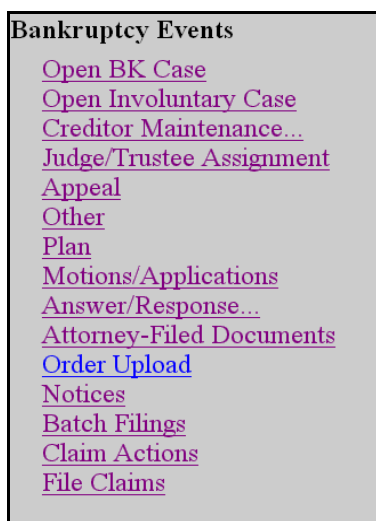
- Orders can **ONLY** be uploaded in PDF format and must contain a .pdf extension. No security should be applied to the PDF. If you use Adobe Acrobat Writer version 5 or greater, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process through the bankruptcy noticing center. E-Orders cannot electronically sign orders which have been created using Adobe Distiller 6.0 default settings.
- The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch. Page size (and orientation) should be 8.5 x 11, portrait (note that this is not the same as 11 x 8.5 landscape).
- To assist the court in verifying that the “entire” body of the submitted order has been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is complete.
- A line for the date and a signature line for the judge is omitted. All orders remitted electronically through E-Orders, will be signed electronically by the judge in the space provided by the top margin on the first page.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 13</p> <p style="text-align: center;">Order Upload</p>

- All orders shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the three (3) pound symbols (###).
- After the line containing the (3) pound symbols (###), list all parties who are to receive a conformed copy of the order and if the attorney submitting the proposed order is required to serve the order, include the following statement: [*submitting attorney's name*] is directed to serve copies of this order on the parties listed and file a certificate of service.

STEP 1 To begin the upload process you will need to open CM/ECF and click on the main heading of Bankruptcy or Adversary.

STEP 2 Click **Order Upload**.



STEP 3 Click **Upload Single**.



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	Section 13 Order Upload

STEP 4 Enter a case number, click **Next**. Enter related document number for which the order is being submitted (e.g., related motion) then click **Next**. If you do not know the number of the related document there are two ways to get the information:

- First, you may click on the case number hyperlink, which links to the docket sheet. Users should note that when clicking on this link the PACER login page will appear since there are costs associated with looking at the docket report.
- The second method is to click **Next** and the program will display the “**Category Search**” screen. The search criteria contains three values—Category, Filed date range, and/or Documents range. You **MUST** select a category from the list (the category will almost always be motion). In addition, you can narrow your search results by entering a filed date range and/or a range of document numbers (e.g., documents 1 to 10). The date should be entered in the following format: **mm/dd/yyyy**. After you have made your selections, click **Next**.

STEP 5 The next screen will display search results. If the document you are looking for is not listed, click the **Back** button on your browser to return to the search criteria screen and adjust it to encompass a wider search. In some instances only one document may be found and will automatically be selected for you. If the document appears in the list, click the box next to the date to select the document. Click **Next**.

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	Section 13 Order Upload

Upload a Single Order

Select the appropriate event(s) to which your event relates:

☒ 11/08/2004 [3](#) Motion for Relief from Stay and/or Adequate Protection [Fee Amount \$150] Filed by Creditor Sears and Rowboat (Falzone, Joe)

☐ 11/08/2004 [4](#) Motion to Extend Time to File Schedules and/or Plan Filed by Debtor Joe Debtor (Falzone, Joe)

Next Clear

STEP 6 Select a type of order from the **Order Type** drop down box. If the corresponding hearing date has been **held** on the document you filed or is **scheduled for future date**, enter data in the **Hearing Date** field. Click on the Browse Button to locate the PDF order to be uploaded (always remember to view the PDF before uploading). Click **Next** to submit.

Upload a Single Order

Case Number: 04-11185-RAM
Case Name: Joe Debtor
Related Document Number: 3
Related Document Description: Motion for Relief From Stay

Order Type:

Hearing Date: Examples: 03/19/2002 or 03/19/02

File to Upload: Browse...

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

STEP 7 A confirmation screen will appear indicating the selections you made during the upload process and that the PDF was successfully uploaded to the court. If you would like to view the PDF, click the PDF number hyperlink. If you made a mistake, please contact the clerk's office **immediately**. If you wish to continue to upload orders, click **Do it again**. If you have completed uploading orders, select another option from the blue **Main Menu Bar** or logout of the system.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 13 Order Upload

Upload a Single Order

The new pdf file [142.pdf](#) was uploaded and routed to CRD-Inbox folder successfully on 11/8/2004 -- 11:30 AM

Order Type: Hearing Held

Case Number: 04-11185-RAM

Case Name: Joe Debtor

Related Document Number: 4

Related Document Description: Motion to Extend Time to File Schedules/Plan

Hearing Date: 11/2/2004

[Do it again](#)

STEP 8 If an order has already been uploaded for the underlying document, prior to the confirmation screen above, the system will prompt the following:

Upload a Single Order

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
04-11185-RAM	3	
Joe Debtor	Motion for Relief From Stay	141.pdf
Ch 7	Filed: 11/08/2004	By Joe G. Falzone
	Hearing: 11/08/2004	11/08/2004
<input type="radio"/> Upload another order <input type="radio"/> Replace the original order(s) <input type="checkbox"/> Replace the order 141.pdf		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

In some instances an order may need to be replaced or a second order created. For example, after a hearing the judge may ask both attorneys to submit revised orders. The attorney submitting the original proposed order would replace their submission with the revised order and the other attorney would upload another proposed order related to the case. **However, an order cannot be replaced if the original order has been routed to the Judge for signature.** If this is the case, the system will inform you that your order cannot be replaced at this time. An external filer cannot replace an order uploaded by a different filer.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 13 Order Upload

If you choose to replace the order, then you must designate which order you are replacing by clicking the check box next to the corresponding order number. To help determine the order to be replaced, click on the PDF hyperlink. You can replace more than one order at a time by selecting multiple check boxes. Click **Next**. Enter order information (see step 5 above), then click **Next**.

ORDER QUERY: The Order Query function is available to all users to check the current status of an order(s) in the **Order Activity Report**. The query report allows a user to search for recently submitted orders relating to a specific case number. To access the **Order Query** function, click on **Reports** from the main CM/ECF menu, then click **Order Query**. Enter a case number then click **Next**. All recently uploaded E-Orders associated with the referenced case number will display in the report. From this screen, the docket report, proposed order and related motion are available for viewing.

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	Section 13 Order Upload

BATCH UPLOAD: (CHAPTER 13 TRUSTEE ONLY)

The Upload Batch feature allows Chapter 13 trustees and court personnel to upload multiple orders at one time. The program will ensure that Chapter 13 trustees can only upload orders for cases assigned to them. You must have the case number and PDF filename for each order before beginning the batch upload process. Each batch uploaded must contain the same Order Type and Order Description for each order in the batch.

After selecting **Order Upload** from the Bankruptcy Events screen, select **Upload Batch**. Enter the Order Type, Order Description, Hearing Date (if applicable), and the corresponding case numbers. If you select Hearing Held or Hearing Scheduled as the Order Type, you must fill in the Hearing Date field or you will not be able to continue with the upload process. In addition, the Hearing Date must be the same for each order. Next, type in the case numbers related to each order in the format xx-xxxxx. After each case number press the <Enter/Return> key to create a list of case numbers. There is no limit to the number of cases to include in this list, but we recommend that you enter no more than 50 numbers at a time. After entering all the case numbers, click **Next**.

Upload a Batch of Orders

Order Type: Chapter 13 Trustee Orders

Order Description: Order Confirming Uncontested Chapter 13 Plan

Hearing Date: 11/4/04 Examples: 03/19/2002 or 03/19/02

Case Number(s): 04-10905, 04-10906, 04-10908

Next Clear

The next screen prompts you to click on the **Browse** button to locate and select the PDF files containing the orders. After attaching the PDF files, click **Next** for submission.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 13</p> <p align="center">Order Upload</p>

Upload a Batch of Orders

04-10905-AJC Eduardo A. Sanchez

04-10906-RBR clara alberta briggs

04-10908-AJC Jose M Guzman

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

A confirmation screen will appear, indicating that the PDF's were successfully uploaded to the court. If you would like to view the PDF's, click **Next**, then click on the corresponding PDF number hyperlink.

Upload a Batch of Orders

The following orders were uploaded and routed to CRD-Inbox folder successfully on 11/8/2004 - 3:47 PM

Order Type: Hearing Held

Order Description: Order Confirming Chapter 13 Plan

Hearing Date: 11/4/2004

04-10905-AJC, Eduardo A. Sanchez

04-10906-RBR, clara alberta briggs

04-10908-AJC, Jose M Guzman

Please click on **Next** button to view the uploaded documents.

Upload a Batch of Orders

04-10905-AJC Eduardo A. Sanchez new PDF file: [164.pdf](#)

04-10906-RBR clara alberta briggs new PDF file: [161.pdf](#)

04-10908-AJC Jose M Guzman new PDF file: [165.pdf](#)

[Do it again](#)

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 14</p> <p style="text-align: center;">Proofs of Claim</p>

CM/ECF requires all claims be associated with a creditor record for the case in which the claim is being filed. To locate and/or add a creditor into the database for filing Proofs of Claim, follow the steps as indicated below.

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **File Claims**.

STEP 3 The **Search for a Creditor** screen will display. Enter the **Case** Number. To search for a specific creditor, type the first letter(s) of the creditor's name in either lower or upper case, as the search is not case sensitive. Leaving this field blank will display a list of ALL creditors in the case. In the **Type of creditor** box, select "**Creditor**" then click **Next**.

STEP 4 The **Select a Creditor for Claim** screen will display. If your creditor is correctly listed (name and address), highlight the creditor's name then click **Next** (proceed to STEP 6). If your creditor is not on the creditor list, or if your creditor is on the list but the associated address is different from the address indicated on the claim. Click **Add Creditor** and proceed to STEP 5.

<p align="center">CM/ECF</p> <p align="center">User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 14</p> <p align="center">Proofs of Claim</p>

STEP 5 The **Add a Creditor** screen will display. Enter creditor name and address information in accordance with the Style Guidelines (see Chapter I, Section 3). Click **Next**.

Add Creditor(s)

Case 05-10005-SHF already contains creditors!
Case number 05-10005-SHF Joey Baga Bones

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☐ No ☐ Yes

☐ Continue To Enter ☐ Last Entry

Add Creditor(s)

Total Creditors Entered 1

Creditors Receipt

Case Number

Total Creditors Added to Database

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Click **Submit**, then Click **File A Proof Of Claim**, (see STEP 5 above).

STEP 6 The **Proof of Claim Information** screen displays. Verify that the correct creditor's name and address appear at the top. At any time, use the browser's back button to return to a prior screen.

- ◆ Enter the data in the appropriate fields for this claim. If filing an amended claim, enter the original claim number in the **Amends Claim #** box.
- ◆ Select the appropriate filer type from the **Filed By** drop down list.
- ◆ Do not enter any data in the **Late** or **Status** boxes. Do not enter the dollar sign (\$) or commas in the dollar amount fields.
- ◆ In the **Amount Claimed** boxes enter the claim values Unsecured, Secured, Priority and Unknown. Do not enter dollar signs (\$) or commas in the dollar amount fields. **[NOTE - The Total fields are marked Display Only and will automatically calculate totals based on the claim amounts entered.]**

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	Section 14 Proofs of Claim

- ◆ The **Description** field (up to 60 characters) is available to add more detail to the proof of claim. Information added in this field will appear on the Claims Register. Do not enter any information in the **Remarks** field, this box is for Court Use Only.
- ◆ Verify information entered. Click **Next**.

Proof Of Claim Information For				
7637 - John Doe 1515 Mocking Bird Ln Miami FL 33130				
Case Number: 05-10005-SHF	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor ▼
Last Date To File:	Last Date To File(Govt): 07/05/2005	Date Filed: 01/24/2005	Late: No ▼	Status: ▼
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
10000.00	500.00	25000.00		35500.00
Amount Allowed				
				Total (Display Only)
Description:	ABC Collection Agency			
Remarks:				
Next Clear				

IMPORTANT NOTE - It is recommended that the claim amounts be entered in order for the totals to appear on the claims register.

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments. **[NOTE:** Attachments to proofs of claim must comply with Local Rule 3001-1(A)(3)].

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	Section 14 Proofs of Claim

Case 05-10005-SHF
Select the pdf document (for example: C:\199cv501-21.pdf).
Filename
C:\Proof of Claim.pdf
Attachments to Document: ☒ No ☐ Yes

STEP 8 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the proof of claim has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 15</p> <p style="text-align: center;">Reaffirmation Agreements</p>

The following procedure demonstrates how to file Reaffirmation Agreements, an agreement between the debtor(s) and creditor to reaffirm a debt. There are two docket events to select from and a description for each is as follows:

- ✓ Reaffirmation Agreements - No hearing required [Local Rule 4008-1(A)]
- ✓ Reaffirmation Agreements (Pro Se) - Hearing required [Local Rule 4008-1(B)]

In our example, the Reaffirmation Agreement is being filed by a creditor's attorney. No hearing is required because the required signatures of the debtor, debtor's attorney, and creditor are contained in the imaged document. In addition, the reaffirmation agreement was entered into prior to court issuance of the Discharge of Debtor(s).

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

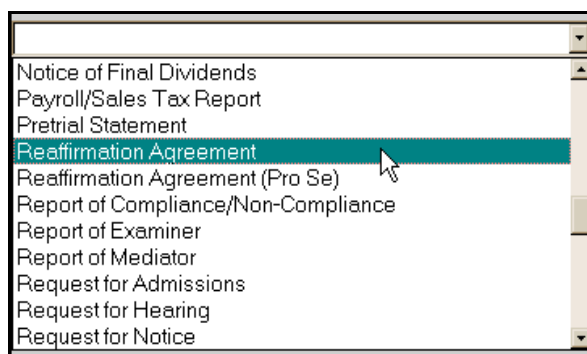
STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.

STEP 4 **Verify the identity** of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 5 The **Miscellaneous** event screen will display.

- ◆ Use the drop down list to locate the item or click on the "r" repeatedly until the **Reaffirmation Agreement** or **Reaffirmation Agreement (Pro Se)**, appears highlighted. Click **Next**.



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	Section 15 Reaffirmation Agreements

STEP 6 Click on the check box if document is being filed jointly with other attorney(s). Click **Next**.

STEP 7 The **Select the Party** screen will display.

- ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party. Click **Next**.

If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor, you may search by social security number or tax id number, if known.

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., “O'Brien”, “McDonald”
- partial name entries will yield a greater match probability, e.g., “McD” would include “McDonald” and “McDaniels”
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, social security number or tax id number. If information in the pop-up screen matches the desired party, click on **Select Name from List**. If not, click on **Create New Party**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 15</p> <p align="center">Reaffirmation Agreements</p>

STEP 8 The **Party Information** screen will display. Enter or change fields as needed. Also, change the **Role** type to “Creditor.” Click **Submit**.

CRITICAL ISSUE - YOU MUST CHANGE THE ROLE TYPE TO “CREDITOR.”

Some important Style Guide content is listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., “ABC Corporation” should not be entered as “ABC Corp”). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
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- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County is the county of the debtor's street address, not the mailing address
HINT - Type the first letter of the county one or more times for a faster search.
- Do not enter the Country unless the country of the debtor's residence is not the United States.

STEP 9 The **Select the Party** screen will appear again with the added party highlighted. Click **Next**.

STEP 10 Click on the check box to establish a link between the creditor and the attorney, if needed. For our example, click on the box to establish a link. Click **Next**.

STEP 11 The **Miscellaneous** screen will display.

- ♦ If you selected **Reaffirmation Agreement**, the following will display:

<p>The attached document MUST contain the signatures of the Debtor(s), Attorney for Debtor(s), and Creditor.</p>
<p>Next Clear</p>

- ♦ If you selected **Reaffirmation Agreement (Pro Se)**, the following will display. Click **Next**.

<p>The attached document MUST contain the signatures of the Debtor(s) and Creditor.</p>
<p>Next Clear</p>

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 15 Reaffirmation Agreements

STEP 12 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 13 The **Miscellaneous** screen will display. Enter the name of the creditor. Click **Next**.

STEP 14 **Verify the identity** of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 15 The **Docket Text: Final Text** screen will display. This is the screen which commits this transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 15 Reaffirmation Agreements

STEP 16 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

The following procedure describes how to electronically file schedules, amendments to schedules and Statements of Financial Affairs. All documents must be filed in PDF format and contain bookmarks to identify each image within the document (e.g., a bookmark is required for the petition, each Schedule, Statement of Financial Affairs, etc.). A complete list of filing requirements is contained in the Clerk's Filing Instructions (Local Form CI-1) at www.flsb.uscourts.gov. Refer to Chapter I, Section 4, "*General PDF Instructions - All Versions of Acrobat*" for inserting bookmarks.

Additional Requirements:

- ◆ *The local form Debtor's Notice of Compliance with Requirements For Amending Creditor Information (LF-4), is required upon the filing of an amendment to the debtor's lists, schedules or statements, pursuant to Bankruptcy Rules 1007, 1009, or 1019.*

NOTE REGARDING FEES: A fee is due if adding a creditor, deleting a creditor, and/or correcting Schedule D, E or F amounts or classifications. No fee is due to correct the name and/or address of a creditor. **ONLY** one fee is due if amended schedules are filed at one time. If filed separately, a fee is charged for each schedule.

- ◆ *The local form Declaration Under Penalty of Perjury To Accompany Petitions, Schedules and Statements Filed Electronically, must be filed with each initial petition or amended petition; and with each initial or amended schedule and statement of financial affairs filed electronically but separately from the initial petition unless these documents contain an imaged signature of the debtor. The document must be scanned and converted to PDF format. Failure to file this form will result in immediate dismissal of the case or striking of the amended schedule and/or statement. If filed, docket as a separate event (see Chapter II, Section I, Case Opening - All Chapters.)*

STEP 1 Click **Bankruptcy** from the main menu. The **Bankruptcy Events** screen will display.

- ◆ Click **Other**.

STEP 2 The **Case Number** screen will display.

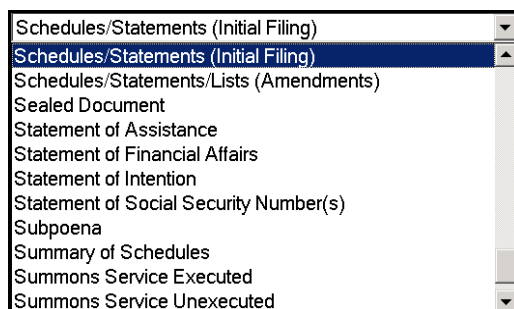
- ◆ Enter the complete case number. Click **Next**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 16</p> <p align="center">Schedules and Amended Schedules</p>

- ◆ **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 3 A document selection screen will display.

- ◆ Click on the arrow to obtain the alphabetical drop down list, then highlight **Schedules/Statements (Initial Filing)** and click on it, or enter the first letter of the title and repeat as needed until it appears. In this example, press "s" repeatedly for desired event. Click **Next** or, if an amendment to a schedule, statement and/or list is being filed, select **Schedules/Statements/Lists (Amendments)** from the drop down list. Click **Next**, then proceed to STEP 12. Click **Next**.



STEP 4 The **Miscellaneous** screen will display. Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.

STEP 5 The **Select the Party Filer** screen will display. Click to highlight and select the party for which the document is filed. **Note** - If you wish to select more than one party, (e.g., debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party.

NOTE: If an attorney has been issued more than one login and has made the initial appearance (case opening) using the primary login, and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Doe, John(pty:db) represented by ^Falzone2, Joe (aty)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 16 Schedules and Amended Schedules

STEP 6 System prompt will display.

- ◆ Select **Yes**, if additional creditors are being submitted along with the filing of the initial Schedules and/or Statements (requires a filing fee). Select **No**, if only Schedules and/or Statements are being filed without any change to the initial creditor matrix (no fee required). Click **Next**.

Was a creditor list/matrix submitted with the filing of the Petition **AND** are additional creditors now being added with this filing?

☐ Yes

☐ No

Next Clear

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 In the text box indicated below, list which Schedules and/or Statements are being filed (e.g., Schedule A, B, C, D.) Enter **ALL**, if all Schedules and Statements are being filed. Click **Next**.

List Schedules and Statements Being Filed:

Next Clear

STEP 9 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

- STEP 10 The **Docket Text: Final Text** screen will display - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Schedules Filed: [Schedules A, B, C, D.] Filed by Debtor John Doe (Re: [3] Notice of Deficiency Re: Schedules). (Falzone, Joe)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

- Step 12 **Amendments to Schedules, Statements and/or Lists**

- ◆ The **Miscellaneous** screen will display. Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.
- ◆ The **Select the Party Filer** screen will display. Click to highlight and select the party for which the document is filed. **NOTE:** If you wish to select more than one party (e.g., debtor and joint debtor), hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 16</p> <p align="center">Schedules and Amended Schedules</p>

NOTE: If an attorney has been issued more than one login and has made the initial appearance (case opening) using the primary login, and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Doe, John(pty:db) represented by ^Falzone2, Joe (aty)

Step 13 The **PDF Document Selection** screen will display.

Add Local Form 4 as an Attachment to This Document by Clicking on the [Yes] Button Below

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☐ No ☒ Yes

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ Amendments to Schedules, Statements and/or Lists requires *Debtor's Notice of Compliance With Requirements For Amending Creditor Information* (LF-4), to be attached. Refer to Chapter 1, Section 7 "Attachments to Documents" or instructions on how to file attachments.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

- Step 14 The **Schedule** Selection prompt will display. Select desired Schedules and/or Statements which are being amended. Click **Next**.

Select Schedules Being Amended

- ☒ Summary of Schedules,
- ☐ Schedule A,
- ☐ Schedule B,
- ☐ Schedule C,
- ☒ Schedule D,
- ☒ Schedule E,
- ☒ Schedule F,
- ☐ Schedule G,
- ☐ Schedule H,
- ☐ Schedule I,
- ☐ Schedule J,
- ☒ Statement of Financial Affairs

- Step 15 The **Filing Fee** prompt will display. A fee is due if adding a creditor, deleting a creditor, and/or correcting Schedule D, E or F amounts or classifications. No fee is due to correct the name and/or address of a creditor. **ONLY** one fee is due if amended schedules are filed at one time. If filed separately, a fee is charged for each schedule.

REMINDER: Additional creditors must be added to the creditor database upon the completion of this transaction. Click **Creditor Maintenance** menu option under the **Bankruptcy** events menu.

Miscellaneous:
05-10088-AJC John Doe

REMINDER-If Amended Schedules Include Adding a Creditor, You Must Also Add That Creditor To The Mailing Matrix Through The Creditor Maintenance Screen After Completing This Transaction.

A Filing Fee is *REQUIRED* to Add or Delete a Creditor from a Schedule, List or Creditor Service Matrix *OR* to change Amounts of Classifications of Creditors Listed on Schedules D, E or F.

Is a Filing Fee Required?

☒ Yes
☐ No

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STEP 16 The system will display the appropriate filing fee due. Click **Next**.

Fee: \$26

Next Clear

STEP 17 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 18 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Amended Summary of Schedules, Schedule D, Schedule E, Schedule F, [Fee Amount \$26] Filed by Debtor John Doe. (Attachments: # (1) Local Form 4) (Falzone, Joe)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 16</p> <p align="center">Schedules and Amended Schedules</p>

- STEP 19 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

***** IMPORTANT NOTICE *****

Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-02-02 17:38:35	Amended Schedules(05-10088-AJC) [misc,amdschs] (26.00)	\$ 26.00
Total: \$		26.00

- ◆ The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

Enter Payment Information

Cardholder Name: Joe Falzone *

Billing Address: 51 SW 1st Ave #1401 *

Billing Address 2:

City:

State/Province: -----

ZIP/Postal Code: 33130

Country: United States

Card Type: Visa *

Card Number: ----- * Reset

Expiration Date: ---- / ---- *

Payment Amount: \$26.00

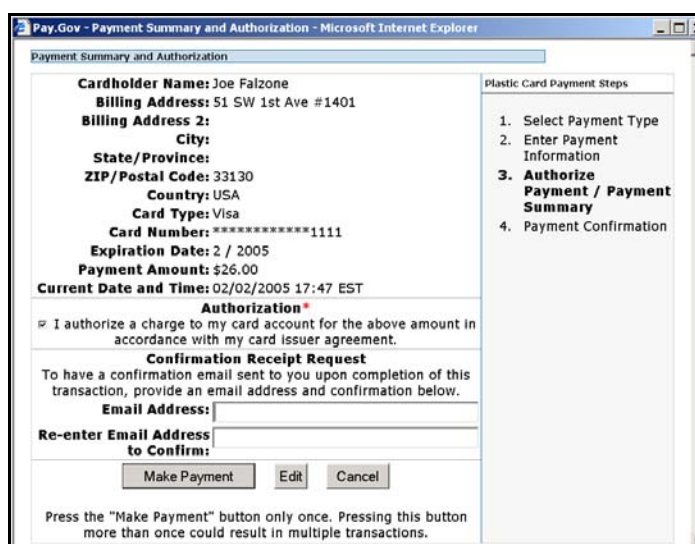
A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Plastic Card Payment Steps

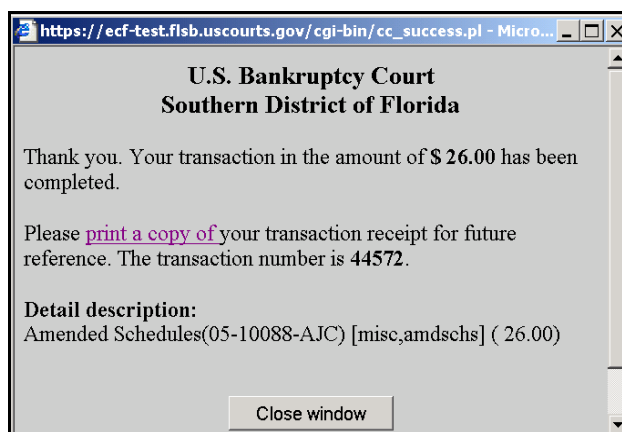
1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.



- ◆ The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.



CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
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CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.

STEP 20 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

The following procedure describes how to electronically file schedules, amendments to schedules and Statements of Financial Affairs. All documents must be filed in PDF format and contain bookmarks to identify each image within the document (e.g., a bookmark is required for the petition, each Schedule, Statement of Financial Affairs, etc.). A complete list of filing requirements is contained in the Clerk's Filing Instructions (Local Form CI-1) at www.flsb.uscourts.gov. Refer to Chapter I, Section 4, "*General PDF Instructions - All Versions of Acrobat*" for inserting bookmarks.

Additional Requirements:

- ◆ *The local form Debtor's Notice of Compliance with Requirements For Amending Creditor Information (LF-4), is required upon the filing of an amendment to the debtor's lists, schedules or statements, pursuant to Bankruptcy Rules 1007, 1009, or 1019.*

NOTE REGARDING FEES: A fee is due if adding a creditor, deleting a creditor, and/or correcting Schedule D, E or F amounts or classifications. No fee is due to correct the name and/or address of a creditor. **ONLY** one fee is due if amended schedules are filed at one time. If filed separately, a fee is charged for each schedule.

- ◆ *The local form Declaration Under Penalty of Perjury To Accompany Petitions, Schedules and Statements Filed Electronically, must be filed with each initial petition or amended petition; and with each initial or amended schedule and statement of financial affairs filed electronically but separately from the initial petition unless these documents contain an imaged signature of the debtor. The document must be scanned and converted to PDF format. Failure to file this form will result in immediate dismissal of the case or striking of the amended schedule and/or statement. If filed, docket as a separate event (see Chapter II, Section I, Case Opening - All Chapters.)*

STEP 1 Click **Bankruptcy** from the main menu. The **Bankruptcy Events** screen will display.

- ◆ Click **Other**.

STEP 2 The **Case Number** screen will display.

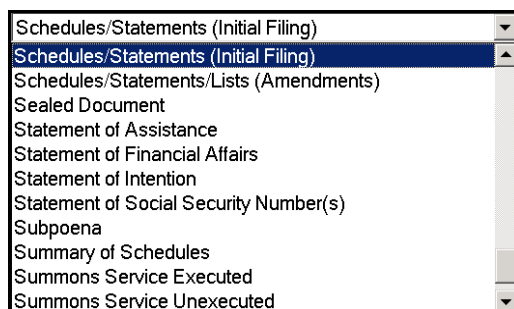
- ◆ Enter the complete case number. Click **Next**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 16</p> <p align="center">Schedules and Amended Schedules</p>

- ◆ **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 3 A document selection screen will display.

- ◆ Click on the arrow to obtain the alphabetical drop down list, then highlight **Schedules/Statements (Initial Filing)** and click on it, or enter the first letter of the title and repeat as needed until it appears. In this example, press "s" repeatedly for desired event. Click **Next** or, if an amendment to a schedule, statement and/or list is being filed, select **Schedules/Statements/Lists (Amendments)** from the drop down list. Click **Next**, then proceed to STEP 12. Click **Next**.



STEP 4 The **Miscellaneous** screen will display. Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.

STEP 5 The **Select the Party Filer** screen will display. Click to highlight and select the party for which the document is filed. **Note** - If you wish to select more than one party, (e.g., debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party.

NOTE: If an attorney has been issued more than one login and has made the initial appearance (case opening) using the primary login, and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Doe, John(pty:db) represented by ^Falzone2, Joe (aty)

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STEP 6 System prompt will display.

- ◆ Select **Yes**, if additional creditors are being submitted along with the filing of the initial Schedules and/or Statements (requires a filing fee). Select **No**, if only Schedules and/or Statements are being filed without any change to the initial creditor matrix (no fee required). Click **Next**.

Was a creditor list/matrix submitted with the filing of the Petition **AND** are additional creditors now being added with this filing?

☐ Yes

☐ No

Next Clear

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 In the text box indicated below, list which Schedules and/or Statements are being filed (e.g., Schedule A, B, C, D.) Enter **ALL**, if all Schedules and Statements are being filed. Click **Next**.

List Schedules and Statements Being Filed:

Next Clear

STEP 9 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

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	<p>Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

- STEP 10 The **Docket Text: Final Text** screen will display - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Schedules Filed: [Schedules A, B, C, D.] Filed by Debtor John Doe (Re: [3] Notice of Deficiency Re: Schedules). (Falzone, Joe)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

- Step 12 **Amendments to Schedules, Statements and/or Lists**

- ◆ The **Miscellaneous** screen will display. Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.
- ◆ The **Select the Party Filer** screen will display. Click to highlight and select the party for which the document is filed. **NOTE:** If you wish to select more than one party (e.g., debtor and joint debtor), hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next**.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 16</p> <p align="center">Schedules and Amended Schedules</p>

NOTE: If an attorney has been issued more than one login and has made the initial appearance (case opening) using the primary login, and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Doe, John(pty:db) represented by ^Falzone2, Joe (aty)

Step 13 The **PDF Document Selection** screen will display.

Add Local Form 4 as an Attachment to This Document by Clicking on the [Yes] Button Below

Select the pdf document (for example: C:\199ev501-21.pdf).

Filename

Attachments to Document: ☐ No ☒ Yes

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ Amendments to Schedules, Statements and/or Lists requires *Debtor's Notice of Compliance With Requirements For Amending Creditor Information* (LF-4), to be attached. Refer to Chapter 1, Section 7 "Attachments to Documents" or instructions on how to file attachments.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

- Step 14 The **Schedule** Selection prompt will display. Select desired Schedules and/or Statements which are being amended. Click **Next**.

Select Schedules Being Amended

- ☒ Summary of Schedules,
- ☐ Schedule A,
- ☐ Schedule B,
- ☐ Schedule C,
- ☒ Schedule D,
- ☒ Schedule E,
- ☒ Schedule F,
- ☐ Schedule G,
- ☐ Schedule H,
- ☐ Schedule I,
- ☐ Schedule J,
- ☒ Statement of Financial Affairs

Next Clear

- Step 15 The **Filing Fee** prompt will display. A fee is due if adding a creditor, deleting a creditor, and/or correcting Schedule D, E or F amounts or classifications. No fee is due to correct the name and/or address of a creditor. **ONLY** one fee is due if amended schedules are filed at one time. If filed separately, a fee is charged for each schedule.

REMINDER: Additional creditors must be added to the creditor database upon the completion of this transaction. Click **Creditor Maintenance** menu option under the **Bankruptcy** events menu.

Miscellaneous:
05-10088-AJC John Doe

REMINDER-If Amended Schedules Include Adding a Creditor, You Must Also Add That Creditor To The Mailing Matrix Through The Creditor Maintenance Screen After Completing This Transaction.

A Filing Fee is REQUIRED to Add or Delete a Creditor from a Schedule, List or Creditor Service Matrix OR to change Amounts or Classifications of Creditors Listed on Schedules D, E or F.

Is a Filing Fee Required?

☒ Yes
☐ No

Next Clear

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STEP 16 The system will display the appropriate filing fee due. Click **Next**.

Fee: \$26

Next Clear

STEP 17 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 18 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Amended Summary of Schedules, Schedule D, Schedule E, Schedule F, [Fee Amount \$26] Filed by Debtor John Doe. (Attachments: # (1) Local Form 4) (Falzone, Joe)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 16</p> <p align="center">Schedules and Amended Schedules</p>

- STEP 19 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

***** IMPORTANT NOTICE *****

Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-02-02 17:38:35	Amended Schedules(05-10088-AJC) [misc,amdschs] (26.00)	\$ 26.00
Total: \$		26.00

- ◆ The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

Enter Payment Information

Cardholder Name: Joe Falzone *

Billing Address: 51 SW 1st Ave #1401 *

Billing Address 2:

City:

State/Province: -----

ZIP/Postal Code: 33130

Country: United States

Card Type: Visa *

Card Number: ----- * Reset

Expiration Date: ---- / ---- *

Payment Amount: \$26.00

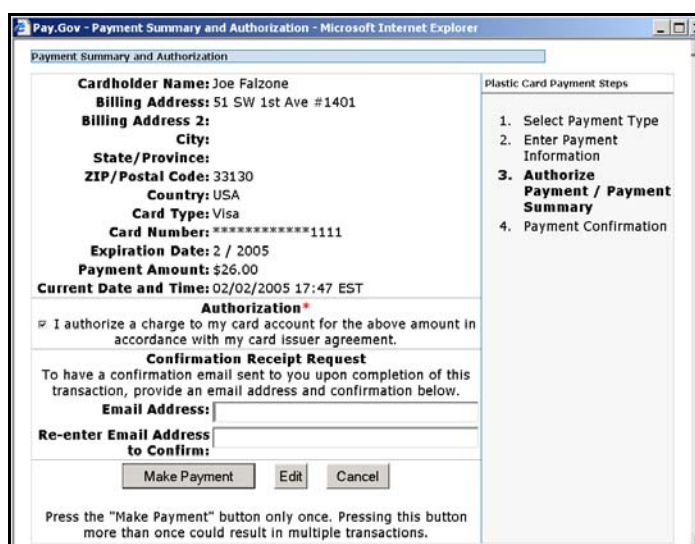
A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Plastic Card Payment Steps

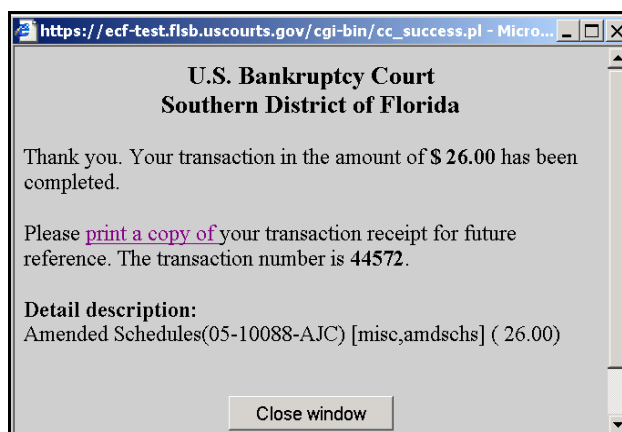
1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.



- ◆ The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.



CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
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CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.

STEP 20 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 17 Sealed Documents

PROCESS FOR FILING DOCUMENTS UNDER SEAL

Unless otherwise prohibited or restricted by law or a local court rule or order, records relating to proceedings of this court are public and must be made accessible to the public. However, the court, upon request of an interested party, may restrict, limit or prohibit access to court proceedings or court records where a reasonable basis exists for restricting, limiting or prohibiting such public access.

- ◆ Sealed documents must be filed conventionally, in paper, with the clerk in the divisional office where the judge is assigned. Local Form 72 "Cover Sheet to Accompany Items Submitted for Sealing or In Camera Review" must accompany any motion or other paper filed pursuant to Local Rule 5003-1(C)(1). Items I-III must be completed by the party submitting the item(s) to the clerk or to the judge in court.

Note: The cover sheet is not required for motions which request the sealing of a document unless the motion itself is being filed under seal together with the proposed "sealed document ."

- ◆ The sealing of a item or the entire court file will be done only upon court order. An order sealing an item must provide specifics as to who, where and how access will be permitted, whether the request (or motion) to seal an item should also be sealed and the time and manner of disposition of the sealed item(s).
- ◆ Unless otherwise specifically ordered, the sealed item(s) will be unsealed by the clerk upon the administrative closing of the case.
- ◆ If a document is being filed pursuant to a previous court order allowing the document to be filed under seal, a copy of the order must accompany the filing.
- ◆ Sealed documents must be submitted in a sealed envelope.
- ◆ *"In Camera Review"* Under certain circumstances, a judge may inspect a document which counsel wishes to use at trial in chambers before ruling on its admissibility or its use. Filing of these documents must follow the same guidelines as for sealed documents.

If a document is unsealed by order of court, it will be scanned and entered on the electronic docket by the clerk's office.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 18 Transfer/Assignment of Claims

When filing a Transfer of Claim, the following information is required:

- ✓ **Claim number**
- ✓ **Amount being transferred**
- ✓ **Names of transferee and transferor**
- ✓ **Type of transfer pursuant to Bankruptcy Rule 3001(e).**

Use this procedure only if a claim is already filed with the clerk. If not, file a new claim in the name of the transferee and include the transfer documentation in the PDF image. At the end of this procedure, a sample Claims Register is provided reflecting how a transferred claim will appear on this report.

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

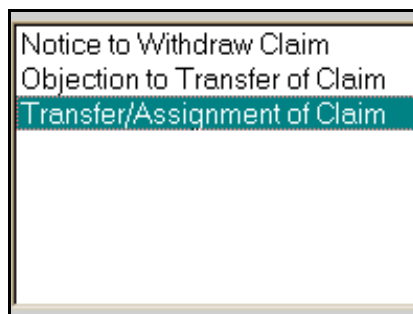
- ◆ Click **Claim Actions**.

STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.
- ◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A **Document Selection** screen will display.

- ◆ Click **Transfer/Assignment of Claim**, or press "t", to highlight and select this document being filed. Click **Next**.



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	<p style="text-align: center;">Section 18</p> <p style="text-align: center;">Transfer/Assignment of Claims</p>

- STEP 5 The identity of the case will remain displayed at the top of the screen.
- ◆ Click the check box if this is a joint filing with other attorney(s). Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, such as the debtor and joint debtor, hold the “**Ctrl**” key down and click to highlight the remaining party. Click **Next** if the party is already in the case.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the social security number, tax id number, last name of party, or company name of party. **NOTE** - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security or tax id number).*

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., “O’Brien”, “McDonald” or “555-66-7777”
- partial name entries will yield a greater match probability, e.g., “McD” would include “McDonald” and “McDaniels”
- try alternative search clues if your first search was not successful

For our example, if “ACME Asset” is entered, the following selection might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear to verify their address. Repeat if needed. Not all parties will contain the complete name, address, social security number or tax id number. For this example, the information in the pop-up screen matches the

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 18</p> <p align="center">Transfer/Assignment of Claims</p>

party filer so click **Select Name from List**. If it didn't, we would have clicked on **Create New Party**.

The **Party Information** screen will display. Enter or change fields as needed. For our Transfer of Claim, the party was not in the case, but they are in the court's database. Select them, then click on **Submit** (see below).

CRITICAL ISSUE - YOU MUST CHANGE THE ROLE TYPE TO "CREDITOR."

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 18 Transfer/Assignment of Claims

Some important Style Guide content is listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., "ABC Corporation" should not be entered as "ABC Corp"). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County is the county of the debtor's street address, not the mailing address
***HINT** - Type the first letter of the county one or more times for a faster search.*
- Do not enter the Country unless the country of the debtor's residence is not the United States.

STEP 7 After selecting, modifying, or creating the party in the case, their name will be highlighted in the Select the Party screen. Click **Next**.

STEP 8 Click on the check box to establish a link between the creditor and yourself, if needed. Click **Next**.

STEP 9 Identify the Transfer Type clicking the corresponding radio button. Enter the names of the parties, claim number, and amount of claim being transferred.

Transfer Type <input type="radio"/> 3001 (e) 1 <input checked="" type="radio"/> 3001 (e) 2 <input type="radio"/> 3001 (e) 3 <input type="radio"/> 3001 (e) 4			
Transferred To:	<input type="text" value="ACME Asset Collection Agency"/>		
Transferred From:	<input type="text" value="BankOne"/>		
Claim Number:	<input type="text" value="7"/>	Amount: \$	<input type="text" value="5000.00"/>

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- ◆ Multiple transfers may be entered for each same Transfer Type. Click **Next**.

STEP 10 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Enter information about the claim being transferred. For **Status**, click on the drop down list and select "Transferred." Click **Next**.

- ◆ If the claim number does not exist, the system will prompt, "Error! The claim number does not exist." and the user must either click **Back** to enter correct information or terminate this event.

STEP 12 **Docket Text: Modify as Appropriate** - The entries selected will appear. There is also a blank text field to add any additional description, however it is not generally needed. Our example does not need a prefix so click **Next**.

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- STEP 13 **Docket Text: Final Text** - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Transfer/Assignment of Claim Transfer Agreement 3001 (e) 2
Transferors: BankOne(Claim No.7, Amount 5000.00) To ACME Asset Collection Agency Filed by ACME Asset Collection Agency. (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

- STEP 14 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the assignment has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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ADDITIONAL INFORMATION ABOUT THE CLAIMS REGISTER:

The following is how a transferred claim will appear on the Claims Register report. In this example, the successful entry of the Transfer of Claim is indicated in the upper right field by **Docket Status: Transferred [44](#)** (a hyperlink).

Claim No: 7	<i>Creditor Name:</i> BankOne 2 Linch Lane Miami, FL 33130	<i>Last Date to File Claims:</i> <i>Last Date to File (Govt):</i> <i>Filing Status:</i> <i>Docket Status:</i> Transferred 44 <i>Late:</i> N
<i>Claim Date:</i> 12/18/2004	<i>Amends Claim No:</i> <i>Amended By Claim No:</i>	<i>Duplicates Claim No:</i> <i>Duplicated By Claim No:</i>
Class	Amount Claimed	Amount Allowed
Unsecured	\$5000.00	
Total	\$5000.00	
<i>Description:</i>		
<i>Remarks:</i>		